



Important Updates and Information for Bulk Filers

November 2023

In preparation for the upcoming tax filing season, the Indiana Department of Revenue (DOR) is providing the following important updates and information for bulk filing customers, as well as tips and reminders to ensure tax filings are processed accurately and quickly.

New Withholding Validation Information

The following new withholding file validation rules went into effect on Oct. 18, 2023:

1220 .txt

New validation rules have been added to Record A, positions 12-20. File specifications are available on page 7 of the [W-2G and 1099 Filing Requirements](#) guide.

The nine-digit federal employment identification number (FEIN)/employer identification number (EIN) is required or the file will be rejected. The 1220 file uses FEIN/EIN to determine which account to apply the return. The Social Security number (SSN) determines which individual account to apply a wage statement. Use of an invalid ID will suspend returns and/or create bills.

EFW2 .txt

New validation rules have been added to the RS State Record, positions 331-340 and 341-343. File specifications are available on page 10 of the [W-2 and WH-3 Electronic Filing Requirements](#) guide.

The 10-digit TID and three-digit location ID must be valid. DOR must have it on record or it will be rejected. The EFW2 file uses the Taxpayer Identification Number (TID) and location ID to determine where the return is applied. The RW record (Employee Wage Record, position 3-11 SSN) determines which account to apply the wage statement. Use of an invalid ID will suspend returns and/or create bills.

Changes for SFTP Bulk Filers Coming in Spring 2024

To better serve our bulk filing customers, DOR is set to transition to a new host name in Spring 2024 to ensure a secure and reliable transfer method. Until the transition is complete, customers must continue to submit files over 10 MB via SFTP using the host name: **SFTP.DOR.IN.GOV**

What does this mean for you?

- New host name (Spring 2024)
- Requires public and private SSH keys for server connection

Be sure to share this information with your internal technical contact. Additional details and guidance will be provided closer to the transition period.

For customers submitting files **under** 10 MB, DOR recommends using [INTIME](#) (instead of SFTP). Only one source (specific to file size) should be used for uploading.

If you file via INTIME and discontinue use of your SFTP account, no further action is required. Inactive accounts will be deactivated after 90 days.

Use INTIME for Bulk Filing

INTIME is the preferred option for submitting files under 10 MB. Instead of using SFTP to submit returns, bulk filing via INTIME is easy, efficient, and intuitive, and has the following additional advantages:

- INTIME does NOT require a specific file naming convention.
- INTIME does NOT require .pgp or .gpg encryption of your file.
- INTIME provides real-time validation for all errors. This functionality has removed the need to test. When validation errors occur, feedback is immediate so that corrections can be made before fully submitting your file. A file won't be accepted until all errors are corrected.
- All files successfully submitted via INTIME are processed as production files.
- INTIME provides the ability to download pre-formatted withholding Excel templates.
- INTIME provides the option to manually enter all tax types; See Bulk Filing Methods & Options for a complete list.
- INTIME enables customers to manage business taxes, withholding, corporate income tax and individual income tax, in one convenient location, 24/7.

Options to Submit Form 1042-S

Form 1042-S must be filed if there is Indiana withholding to report using the 1220 specifications with the return indicator of FE in positions 26-27. The 1220 .txt file can be submitted in one of the following ways:

- Manually key in via [INTIME](#)
- Use a downloadable template and upload via [INTIME](#)
- Upload file via SFTP

Specifications are provided in the following guide: [1220 \(W-2G and 1099\) Electronic Filing Requirements](#)

Verify your INTIME Account

Log in to your INTIME account and verify your username and password. If neither are active, follow the instructions below to recover that information. Your username and password are required to log in and upload your files.

- If using INTIME, go to [INTIME.dor.in.gov](https://intime.dor.in.gov) and select "forgot password."
- To recover your SFTP bulk username or password, contact DOR's Electronic Services team at Bulkfiler@dor.in.gov to request the information and have it sent to you via secure email.

DOR Tax Guides

Regular updates to guides ensure the most up-to-date information is available. The most current versions of DOR's bulk filing guides are available on the [DOR: Resources for Bulk Filing your Indiana Taxes](#) webpage.

NOTE: Do not save copies of the guides, templates or convertors to your desktop. Online versions include the most recent updates.

Acknowledgments

Acknowledgment emails are sent from do_not_reply@dor.in.gov within three hours of the submission of a production file. During our busy tax filing season, there may be an additional delay of up to eight hours.

If you do not receive an acknowledgment with an accepted, rejected or partially accepted outcome within one business day of your file submission, contact the Electronic Services team at Bulkfiler@dor.IN.gov. Do not resubmit the file until you have communicated with us, as it may create a duplicate bulk file that will result in a bill.

Contact Us

For any questions or concerns, contact DOR's [Electronic Services team](#).

For file-specific questions, file errors or upload issues, use INTIME's secure messaging to contact the Electronic Services team to assist you more efficiently. Select "bulk filer" in the message options and provide details of your issue. Be sure to include a screenshot of any errors with your message. A step-by-step [INTIME Guide to Secure Messaging with DOR](#) is available.